



COMMANDING GENERAL'S RESIDENCE AND GARDEN

CONTACT INFORMATION:

Department of Special Events
Fort Monroe Authority
Phone: 757-690-8061 **Fax:** 757-637-7776
Email: fmevents@fmauthority.com
Address: Old Post Office and Customs House
 20 Ingalls Road
 Fort Monroe, VA 23651

FEES:

APPLICATION FEE: \$50.00: Applies to each venue and is non-refundable.
 Rental of the Commanding General's Residence and/or Garden requires a \$1,000 refundable deposit.
 Rental rates include the hours between 7:00 am and 11:00 pm.

APRIL – OCTOBER

Garden Only			Residence Only			Commanding General's Residence & Garden			
	1-50 Guests	51-100 Guests		1-50 Guests	51-100 Guests		1-50 Guests	51-100 Guests	101-150 Guests
Monday- Thursday	\$1,000	\$1,000	Monday- Thursday	\$1,000	\$1,500	Monday- Thursday	\$1,500	\$2,000	\$2,500
Friday & Sunday	\$1,500	\$2,000	Friday & Sunday	\$2,000	\$2,500	Friday & Sunday	\$2,500	\$3,000	\$3,500
Saturday	\$2,500	\$3,000	Saturday	\$3,000	\$3,500	Saturday	\$3,500	\$4,000	\$4,500

NOVEMBER - MARCH

Commanding General's Residence (Includes Garden)			
	1-50 Guests	51-100 Guests	101-150 Guests
Monday- Thursday	\$1,000	\$1,200	\$1,400
Friday & Sunday	\$1,500	\$2,000	\$2,500
Saturday	\$2,500	\$3,000	\$3,500



PREMIUM DATES: For the following dates, April–October rates apply plus a 25% premium date fee will apply to the final total of the rental:

Easter Sunday, Halloween, Thanksgiving Weekend, Christmas Eve & New Year’s Eve

2016 UNAVAILABLE DATES: The following dates are not available for rental:

February 14, Memorial Day (May 30), June 3, July 4, August 20, Labor Day (September 5), October 21 & 22, November 11, December 10 & 25

BUSINESS AND CIVIC/SERVICE ORGANIZATION MEETINGS:

Monday – Friday 7:00am – 5:00pm: Less Than 5 hours = \$100 per hour. 5 to 10 hours = \$75 per hour. Greater than 10 hours = \$70 per hour. Discounted rates apply for multiple-day rentals. An additional refundable deposit equal to 25% of the total rental applies under this category.

ALL FEES ARE SUBJECT TO CHANGE

FEES: Individual venue rental fees vary based on location, time of year, and expected attendance as defined in these Terms of Use. The following apply to all venues unless otherwise stated in the venue-specific information. A non-refundable \$50.00 application fee is required per event. Only one deposit is required per event, not per venue. If renting multiple venues, the highest deposit amount associated with those venues applies. A security deposit is due no later than 5 business days after the application is approved. Reservation will be confirmed upon receipt of payment. The full balance is due 60 days in advance of the event date. Payments may be made online, in person, or mailed to Fort Monroe Authority, Department of Special Events, 20 Ingalls Rd, Fort Monroe, Virginia 23651. Payment is accepted in the form of credit, check, cashier’s check, money order, or cash.

Make checks and money orders payable to: **FORT MONROE AUTHORITY**



TERMS OF USE:

Reservations will be granted on a first come, first served basis to any applicant who submits a completed application, a non-refundable \$50 application fee, deposit, and complies with the Terms of Use and policies for venue rental at Fort Monroe as defined in this application. The FMA has the right to deny an application if the proposed event is deemed outside the scope of the Terms of Use for a specific venue or location at Fort Monroe, OR if the event is deemed beyond the logistical capacity of the venue or the Fort Monroe Authority to support. The FMA has the right to cancel a reservation if the applicant violates any of the Terms of Use or specific venue rental policies. The FMA reserves the right to cancel any reservation, change the location for a special event, or prohibit applicant access to a portion or all of the premises when it is deemed necessary, such as during earthquakes, hurricanes, active shooters, civil unrest, or other unsafe circumstances and special circumstances. The FMA will endeavor to give the applicant reasonable notice when cancelling the reservation, changing the location, or prohibiting access to premises. Cancellation due to inclement weather may result in the loss of the security deposit or other fees. (See the cancellation policies for details.) The Fort Monroe Authority retains the right to assign this contract to the National Park Service, or its 3rd party designee, without prior notice. All terms of any assigned contract will remain valid.

These Terms of Use are applicable to anyone renting any special event venue at Fort Monroe as described below. A person must be a minimum of twenty-one (21) years of age to rent an event venue at Fort Monroe. The purpose of these Terms of Use is to provide policies, procedures, and guidance to anyone interested in utilizing event venues at Fort Monroe, as well as anyone with a confirmed contract and reservation. Events should be private in nature, including but not limited to: weddings, wedding rehearsals, photography, memorial services, military ceremonies, other special ceremonies, private social gatherings, graduations, anniversary parties, receptions, reunions, picnics, corporate and other private meetings. Not all venues at Fort Monroe are appropriate for all events.



SCHEDULE: Venues for events are available for rent year round Monday through Sunday (certain dates may be excluded). Applicants will have the option of reserving a designated date and time. All venues require a minimum rental term and applications are accepted on a first come; first served basis. All rentals are based on availability. Due to the location of venues, rental times are fixed and may not exceed the boundaries of the agreed-upon time frame as defined in the application. Applicants who exceed the agreed-upon rental time by more than 30 minutes (either before or after) without approval from the Fort Monroe Authority prior to the event date will be charged an additional \$200.00 per hour.

RESERVATIONS: Applications for venue rentals must be received at least 60 days prior to the requested date. The FMA may accept applications closer to the event date at its sole discretion. Inquiries for availability of dates may be made by calling 757-637-7778 or 757-690-8061. Rental and deposit fees must be paid in order to confirm the reservation of any venue. At the time of reservation, the applicant must complete the application and sign the Terms of Use.

PARKING: Parking for events at Fort Monroe is permitted in defined spaces anywhere parking is not designated as reserved by signage. Parking at the Chamberlin is strictly prohibited. Additional parking is permitted in any designated public parking space on Fort Monroe as marked.

PUBLIC ACCESS: Many areas of Fort Monroe are open to the public on a daily basis. Public access must be maintained at all times at Fort Monroe through public areas. Reservations guarantee the applicant has privileged access only to the venue defined on the application and immediate surrounding areas as defined by the map included with the Venue Rental Policies during the designated event time only.

BACKUP LOCATIONS: Backup locations at Fort Monroe due to inclement weather are limited. It is the responsibility of the applicant to secure a backup inclement weather location (if any). Cancellations of venue rental within 72 hours of rental due to inclement weather will be charged in accordance with the "Cancellations" section of these Terms of Use. Failure to remove decorations or equipment for any reason could result in the partial or complete loss of the security deposit. Event insurance coverage in case of inclement weather, illness, or cancellation should be considered.

HISTORIC RESOURCES: Fort Monroe is a National Historic Landmark District and a National Monument. For your safety and to protect our cultural heritage, the use of metal detectors and treasure hunting is prohibited at Fort Monroe by federal and state law. Unlawful damage to state and federal property may be prosecuted. In addition, the disturbance, displacement, damage, or removal of any object of antiquity at Fort Monroe is prohibited under the Virginia and Federal Antiquities Acts and will be prosecuted.

PRIVATE EVENTS: All venues at Fort Monroe are for private events only. Private events are those defined as functions limited to circumstances when guests have been previously invited by means of a predetermined list or membership roster. In addition, no event will be permitted under circumstances where the event is open to the general public or has been advertised as such. Any event under this application found to have violated this section at any time during the rental process will be cancelled immediately by the Fort Monroe Authority. For additional penalties associated with non-compliance, please see the "Failure to Comply" section of these policies. Fort Monroe event venues are strictly for the activities and guests associated directly with this application and are not open to the general public.



CANCELLATIONS: This section applies in circumstances other than weather, or those defined under the “Unforeseen Events” section of these Terms of Use. Cancellations due to circumstances involving extreme weather will be considered for refunds on a case-by-case basis. The \$50.00 application fee is not refunded under any cancellation circumstance. An applicant may cancel an event up to 120 days prior to the event without additional charge. Cancellation between 60 and 120 days prior to the event date will result in loss of security deposit. Cancellation thereafter will result in loss of the security deposit and of 50% of the total rental fee. Cancellation within 72 hours of the event will result in loss of the security deposit and the total rental fee.

UNFORSEEN EVENTS: The FMA is not responsible for failure to provide the basic facilities and services due to emergencies, catastrophes, or interruptions of public utilities. If a force majeure prevents the event from taking place as scheduled, the FMA will allow for the event to be rescheduled pending availability, with no penalty. Application fees still apply and are not refundable.

REFUNDS: The security deposit will be returned within 30 days following the event providing satisfactory compliance with the Post-Event Checklist and no loss or damage to the premises. Applicant will be notified of the status of the refund of the security deposit via email, or in writing if an email is not provided by the applicant, within 5 days of the completion of the event. Further, the applicant will be financially liable for any loss or damages in excess of the security deposit. See the “Cancellations” and “Unforeseen Events” sections of these Terms of Use for refunds applicable in extenuating circumstances.

ENTERTAINMENT: Providing entertainment during the event is the applicant’s responsibility. This section also applies to musical or other elements associated with weddings or other ceremonies held at Fort Monroe. Notifications of entertainment shall be submitted to The Fort Monroe Authority, Department of Special Events in writing no later than 30 days prior to the event including, the name of the entertainer, point of contact, and telephone number. Amplified sound must fall within the compliance of the noise ordinance defined by the City of Hampton (see below) and is enforceable by the Hampton Police Department.

City of Hampton Sec. 22-9. - Prohibited noises enumerated.

It shall be unlawful for any person to cause or permit to be caused any of the following prohibited sounds or noises:

- (1) Social gatherings and parties. Allowing any noise between 10:00 p.m. and 7:00 a.m. generated from a gathering of two (2) or more people that is plainly audible (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in a residential area, at one hundred (100) or more feet from the gathering.
- (2) Sound-producing and sound-reproducing devices. The use, operation or playing of any radio, phonograph, television, record, compact disc, tape, digital music, MP3 or DVD player, musical instrument, loudspeaker, sound amplifier or other machine or device capable of producing or reproducing sound, regardless of whether such sound-producing or sound-reproducing machine or device is located inside of a structure or outside of or on a structure, in such a manner or with such volume or duration that it is plainly audible between 10:00 p.m. and 7:00 a.m., (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in residential areas, at fifty (50) or more feet from the device.



PETS AND SERVICE ANIMALS: For the safety and comfort of all visitors and guests, AND due to the historic nature of the facilities at Fort Monroe, animals are not permitted inside any building governed by these Terms of Use. However, guide dogs, signal, or service dogs (as defined by law) are allowed inside buildings at Fort Monroe. Animals are permitted on a leash for events at outdoor venues. All sanitary needs for the animals are the responsibility of the applicant.

PHOTOGRAPHY AND MEDIA: The Fort Monroe Authority reserves the right to photograph and/or videotape any event at Fort Monroe and utilize those images in advertising and/or promotional materials as well as for historical documentation. Any person wishing to utilize photograph, and/or videos taken at Fort Monroe for commercial purposes must obtain a permit from the Fort Monroe Authority. Please call 757-637-7778 for commercial photography or filming.

PERSONAL PROPERTY: All personal property placed on the premises shall be at the sole risk of the applicant or owner of such personal property, and the Fort Monroe Authority shall have no liability for any reason for damage to or loss of same. The applicant's personal property is not covered by any insurance carried by the FMA, and it shall be the applicant's responsibility to obtain any insurance necessary to protect personal property placed on the premises. Applicant agrees to maintain sufficient liability insurance to protect the applicant's interests during the event and shall name the Fort Monroe Authority, and the Commonwealth of Virginia as additionally insured when/if necessary.

HOLD HARMLESS: The applicant agrees to indemnify and hold the Fort Monroe Authority harmless from, and indemnify it against, all losses, claims, charges, and expenses including reasonable legal fees, arising from third party claims in connection with the premises and any activities arising from or associated in any way with the allowed use of the premises.

HAZARDOUS MATERIAL: The applicant shall not store any weapons, explosives, combustibles, or any hazardous flammable, combustible, explosive, foul, noxious, or illegal materials on the premises.

EQUIPMENT RENTAL: The FMA provides minimal equipment included with the rental of a venue. See the individual Venue Policies for provided/available equipment. Venue-specific equipment provided by the FMA is not available in all locations. Additional equipment must be provided by the applicant at their expense. Notifications of equipment rentals shall be submitted in writing to Fort Monroe Authority, Department of Special Events no later than 30 days prior to the event, including the name of the rental company, point of contact, and telephone number. Removal of all rented equipment by the end of the reservation time is the applicant's responsibility in accordance with the Terms of Use and Policies, and failure to do so may result in additional fees and/or the forfeiture of the security deposit.

DECORATIONS: Decorating is the applicant's responsibility. Decorations may not be affixed by staples, nails, or adhesive materials to any surface. Rice, birdseed, balloons, and/or open flames (including sparklers, or other pyrotechnics), glitter, and confetti are not allowed at any venue at Fort Monroe. Bubbles may be used. Please refer to the individual Venue Request Form for additional decorating details associated with a specific venue. Furthermore, it is the applicant's responsibility to remove all decorations after the event in accordance with the Terms of Use. Failure to do so will result in forfeiture of the security deposit and/or additional fees.



POLICIES:

PURPOSE: The Commanding General’s Residence and Garden at Fort Monroe is available as a rental venue. These policies define appropriate uses for the space, hours of operation, guidelines for usage, and general policies used to preserve and protect the historic nature of the facility. Appropriate uses for the space will be private in nature and include, but are not limited to, weddings or other ceremonies, receptions or parties, dinners, meetings, business retreats, reunions, and special holiday functions. Other activities will be considered on a case-by-case basis and are approved at the discretion of the Fort Monroe Authority.

ALTERNATE CEREMONY SITE: The Commanding General’s Residence may be used as a backup/ inclement weather location for ceremonies at Fort Monroe under the following conditions:
1. The ceremony does not exceed a maximum number of 150 people including participants and guests. 2. The applicant has a preexisting and approved application for a ceremony at Fort Monroe. 3. The facility is available and does not have a previously scheduled rental. 4. Fort Monroe staff are available to oversee the venue during the event. Last-minute requests for usage of The Commanding General’s Residence and Garden as an inclement weather location for outdoor ceremonies at Fort Monroe will be considered on a case-by-case basis. Additional fees may apply.

HOURS OF OPERATION: Monday - Sunday, 7:00 am – 10:00 pm: All event equipment, catering, and entertainment must be off site by 11:00 pm unless previous arrangements have been made per these policies. Due to the proximity of The Commanding General’s Residence and Garden to private residences at Fort Monroe, the venue is available during the hours defined below and is available per day in most cases. All activity, including any set up and breakdown, must be completed during the reserved time frame. If extra time/days are needed to accommodate the set up and breakdown of an event, the applicant will be responsible for the additional costs associated with those days (please see the “Fees” section of these policies for details). A \$200.00 per-hour fee will be charged to events that exceed the reserved time period by more than 30 minutes. The contact person for the event should plan on arriving 15 minutes prior to and remaining 15 minutes after the reserved time period to complete the pre-event and post-event checklists with an FMA employee. No person, vendor, or guest will be given access before the pre-event checklist is completed.

SPACES: Not all spaces in The Commanding General’s Residence and Garden are open during events. This application is for: use of the first floor to include all rooms and restrooms, except the rear storage area behind the kitchen; the second floor by special request (additional fees may apply); the front porch and front garden; the rear garden; or any one space or any combination of spaces as defined on the application. All other areas of the facility are off limits to the applicant and their guests. The maximum capacity for events in the venue is limited to one hundred and fifty (150) people.



FEES: The Commanding General’s Residence and Garden rental fees vary depending on the circumstances associated with each individual application. Fees include reservation of the facility, Fort Monroe Authority staff on site throughout the event, cleaning of the facility, tables, chairs, linens, and set up and breakdown of FMA-provided equipment (please see the “Equipment” section of these policies for further details). Premium dates will be charged at the April–October rates plus an additional 25% of the total rental (see the fee schedule for premium dates). In the event additional set up days are required, the cost of those “non-event days” will be 15% of the maximum fee associated with that day of the week. A \$1,000.00 refundable security deposit is due no later than 5 business days after the application is approved. Reservation will be confirmed upon receipt of security deposit payment. The full balance is due 60 days in advance of the event date. Payments may be made online, in person, or mailed to Fort Monroe Authority, Department of Special Events, 20 Ingalls Rd, Fort Monroe, Virginia 23651. Payment is accepted in the form of credit, check, cashier’s check, money orders, or cash.

Make checks and money orders payable to: **FORT MONROE AUTHORITY**

FOOD AND BEVERAGES: Applicants are permitted to utilize outside catering vendors in The Commanding General’s Residence and Garden. The Fort Monroe Authority does not provide catering service. All caterers will be required to fill out a “Catering Application and Contact Form” and sign an agreement acknowledging their responsibilities while utilizing the venue. Applicants and caterers must comply with all state and local health regulations as well as all ABC license requirements and regulations. The kitchen is available for catering preparation including, but not limited to, plating, serving, warming of food items and storage of cold food items. Cooking on site IS NOT permitted in the facility. The applicant and/or the applicant’s agent is responsible for insuring all kitchen areas are returned to the condition in which they were found. This includes all appliances, surfaces, and cabinets. Food preparation equipment includes two refrigerators, stove and oven, microwave, dishwasher, three sinks, counter space, and butler’s pantry. No serving equipment is provided.

ALCOHOL: The sale, consumption, or serving of alcoholic beverages to or by persons under the age of 21 years is not permitted. Applicant is responsible for the conduct of each patron and guest with respect to the consumption of alcoholic beverages on the premises and operation of a motor vehicle following such consumption. The applicant is responsible for obtaining all required alcohol permits from the Virginia Department of Alcoholic Beverage Control. For inquiries or questions, please contact the Virginia ABC Region 7 office in Hampton at 757-825-7830.

POST-EVENT TRASH AND CLEAN UP: Applicant is responsible for returning the facility to the condition in which it was found and completing the post-event checklist. All trash and food debris must be cleaned up and placed in a proper trash receptacle. Trashcans with liners are available for the use of the applicant. All food and drink must be removed from the kitchen (counters, appliances, refrigerators, and cabinets). Any spills, crumbs, or other food debris are the responsibility of the applicant or applicant’s vendors. All other personal items and equipment must be removed from the premises before the end of the reserved time as defined on the application. Lost and found items will be held for a limited time. Any items left will be disposed of within 48 hours of the event if not claimed.



EQUIPMENT: Included with the rental of The Commanding General’s Residence and Garden, the FMA provides set up and breakdown of the following equipment: up to fifteen (15) 6’ rectangular banquet tables, up to ten (10) 5’ round tables, up to fourteen (14) cocktail/ café tables, up to four (4) half round tables, up to one hundred (100) black folding chairs, white and/or black linens to fit tables, table skirts, and clips. **THIS EQUIPMENT IS FOR INDOOR USE ONLY AND IS NOT INCLUDED WITH “GARDEN ONLY RENTALS.”** The applicant is responsible for all other equipment including the set up and breakdown of that equipment. All equipment must be approved in advance by the FMA. Applicants will be charged 15% of the maximum daily rental for set up and breakdown days.

COMMANDING GENERAL’S GARDEN RENTALS: In cases of “garden only rentals,” limited facilities are available. The applicant will be responsible for providing all equipment with the exception of chairs. The FMA will provide up to one hundred (100) white folding chairs (outdoor events only). In addition, the applicant is responsible for providing and complying with any and all health and safety practices, as well as equipment and permit requirements. This could include, but is not limited to: portable toilets, tents, hand-washing facilities, tables, chairs, décor, etc. Tents or other equipment must be delivered and set up in the Garden between the hours of 7:00 am and 12:00 pm, so as to not interfere with other possible events.

FAILURE TO COMPLY: Due to the nature of The Commanding General’s Residence and Garden, a minimum of one FMA employee will be on site during the event. The FMA employee will ensure compliance with all policies and will document any violations. Failure to comply with these policies or the Terms of Use for venues at Fort Monroe could result in the partial or complete loss of the security deposit, additional costs associated with any non-compliance, costs in relation to failure to comply with the Post-Event Checklist, or costs associated with damage to the facilities as the result of the rental. Additionally, those clients who do not comply with these policies or Terms of Use will not be considered for any future use of event venue under the management of the Fort Monroe Authority.

DECORATING: Decorating is the responsibility of the applicant. The FMA can provide white or black linens to fit tables provided by the FMA. Under no circumstance can décor be affixed to walls or other surfaces utilizing tape, glue, other adhesives, screws, staples, nails, or other penetrating devices. Glitter and confetti may not be used inside The Commanding General’s Residence.

EVENTS INVOLVING MINORS: This section applies to those events specifically for persons under the age of 18 or those events where the majority of the guests are under the age of 18, such as birthdays, bar mitzvahs, bat mitzvahs, high school graduations, etc. Applicants must abide by all Virginia and federal ABC regulations (see the “Alcohol” section of these policies for details). A ratio of two (2) adults per eight (8) minors must be maintained at all times during the event. It is the responsibility of the applicant to ensure compliance by minor guests with all Fort Monroe regulations during the time of the event.



MUSIC AND AMPLIFIED SOUND: Entertainment involving amplified sound, including but not limited to bands and DJs, is permitted at The Commanding General’s Residence and Garden with prior approval by the Fort Monroe Authority. Notification of entertainment shall be submitted to Fort Monroe Authority management in writing no later than 30 days prior to the event, including the name of the entertainer, point of contact, and telephone number. The Fort Monroe Authority reserves the right to restrict the volume of any entertainment in the interest of preserving the audio landscape at Fort Monroe. Any and all entertainment requests must be included on the application and are subject to approval by Fort Monroe Authority staff. All events must adhere to the City of Hampton noise ordinance:

City of Hampton Sec. 22-9. - Prohibited noises enumerated.

It shall be unlawful for any person to cause or permit to be caused any of the following prohibited sounds or noises:

- (1) Social gatherings and parties. Allowing any noise between 10:00 p.m. and 7:00 a.m. generated from a gathering of two (2) or more people that is plainly audible (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in a residential area, at one hundred (100) or more feet from the gathering
- (2) Sound-producing and sound-reproducing devices. The use, operation or playing of any radio, phonograph, television, record, compact disc, tape, digital music, MP3 or DVD player, musical instrument, loudspeaker, sound amplifier or other machine or device capable of producing or reproducing sound, regardless of whether such sound-producing or sound-reproducing machine or device is located inside of a structure or outside of or on a structure, in such a manner or with such volume or duration that it is plainly audible between 10:00 p.m. and 7:00 a.m., (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) in residential areas, at fifty (50) or more feet from the device.

FOOTWEAR RESTRICTION: Due to the historic nature of the Commanding General’s Residence spiked heels are not permitted indoors.